



CITY OF DURHAM  
General Services Department  
Project Management Division  
2011 FAY STREET | DURHAM, NC 27704  
919.560.4197 | F 919.560.4970  
[www.durhamnc.gov](http://www.durhamnc.gov)

## INVITATION TO BIDDERS Police Headquarters HVAC Upgrades Phase 2

The City of Durham will receive bids until 2:00 P.M. on Tuesday June 12, 2012 at the City of Durham General Services Department, 2011 Fay Street, Durham, North Carolina 27704. Bids may also be emailed to the attention of John Paces-Wiles, General Services Department at [john.paces-wiles@durhamnc.gov](mailto:john.paces-wiles@durhamnc.gov) or faxed to the attention of John Paces-Wiles at 919.560.4970. This is an informal bid, and the bid opening will not be formal or public. Be sure to use all of the forms included in this manual for submitting your bid. **The following forms must be filled out and returned with the bid proposal.**

- A. Bid Forms
- B. Non-Collusion Affidavit
- C. SDBE Forms: E101 and E102

**Any bids submitted without these completed forms may be deemed as “non-responsive”.**

Summary of Work: The Work consists of adding partial walls to the perimeter of the records area on the first floor, as well as HVAC and lighting modifications in this area. A return fan is to be added in the basement mechanical room housing air handling units AHUs 1 and 2, as well as modifying AHU-1 to receive return air. A double-wall insulated dividing wall between the two air handling units is also proposed and is listed as Alternate No. 1. Replacement of return grilles in the corridors on floors 2-5 and the addition of manual balancing dampers is also part of the work scope.

Bidders are encouraged to attend a pre-bid conference on Tuesday May 22, 2012 at 10:00 AM at the Durham Police Headquarters at 505 W. Chapel Hill Street, Durham NC 27701.

Plans and specifications are on file and available for viewing at:

- The Equal Opportunity/Equity Assurance Dept - 302 East Pettigrew St, C-180, Durham, NC 27701; 919-560-4180, Dan Love at ext. 17245.
- The General Services Dept - 2011 Fay St., Durham, NC 27704; 919-560-4197, John Paces-Wiles at ext. 21252.
- NC Institute for Minority Economic Development (NCIMED) - 114 W. Parrish Street, Durham, NC 27701; (919) 956-8889; fax (919) 688-7668.

To obtain a set, and to be placed on the bidders list, please contact Carolinas AGC at [www.cagc.org](http://www.cagc.org) on iBuild. Only bidders that are on the bidders list will receive project addenda.

To ensure a fair bidding process, questions and/or clarifications requested by contractors will not be accepted after Tuesday, June 5 at 2:00 PM. Contractors must submit to EDi all questions in writing, by either faxing to (919) 851-9703, or via email to **both** David George at [dgeorge@engineereddesigns.com](mailto:dgeorge@engineereddesigns.com) and Ginger Scoggins at [gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com).

Small Disadvantaged Business Enterprise participation goals are MSDBE 7% and WSDBE 2%. Prospective bidders must make good faith efforts to meet the referenced participation goals.

Work on this project shall be covered by a Single Prime Contract.



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Contractors who bid must be licensed to do work in the State of North Carolina under the Act to Regulate and Practice of General Contracting. The Contractor's North Carolina License number shall be included in the Bid Proposal form.

The City of Durham reserves the right to reject any and/or all bids, waive informalities, and/or accept such bid as appears in its judgment to be in the best interest of the City.